

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: July 23, 2018

Closing Date: August 3, 2018

VICTIM SERVICE SPECIALIST
Criminal Division, New Castle County

Job Responsibilities and Duties: The Victim Service Specialist (“VSS”) is responsible for notifying victims of case status, court dates, general court procedures, sentencing orders and victim’s rights through the automated letter system. When necessary, the VSS is asked to support the Social Workers and Deputy Attorneys General in the Court of Common Pleas.

Duties include: Making and receiving victim phone calls, interviewing victims, gathering data, court accompaniment, maintaining records, completing forms, preparing required reports, assessing victim needs and providing victim referrals as needed. When assisting Social Workers and Deputy Attorneys General, they will work directly with victims whose cases fall under the jurisdiction of the Court of Common Pleas. Specific duties include notifying victims and witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts and identifying individual needs; assisting with the prosecution of cases by educating the victims/witnesses about the criminal justice process and preparing them for trial; and making referrals through the use of community resources.

Minimum Qualifications: Bachelor’s Degree in human services related field AND two years of human services experience. Working knowledge of Word, Excel, and how to create and maintain spreadsheets/databases. Knowledge of the criminal justice system. Ability to interview and counsel. DELJIS/CJIS trained recommended but not required. Excellent multi-tasking skills required.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.